
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Clerical

Class Series: Printing

Grid: 18

Class Title: Printer III

I. Level Definition

Positions at this level oversee the Printing service by supervising designated staff, and/or performing related administrative duties. Operates print production and related equipment.

II. Typical Duties

1. Supervises designated staff by performing duties such as scheduling and co-ordinating work assignments, evaluating employee performance and determining related training and orientation requirements.
2. Monitors expenditures and makes recommendations regarding budget for assigned area.
3. Oversees the Printing service by ordering and receiving supplies for the department and ensuring that levels of printed forms are maintained and distributed in a timely and efficient manner.
4. Costs printing jobs and prepares billing for printing services as required.
5. Serves as a member of the Forms Committee and provides advice regarding quality and economy of reproduction of material.
6. Drafts and composes lay-outs and mock-ups of forms, art work and reports.
7. Sets up and operates offset press equipment, copy cameras and offset plate-making equipment. Adjusts and cleans equipment as required.
8. Performs a variety of bindery duties such as drilling, collating and stapling materials.
9. Maintains master files and records printing job statistics.
10. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 10 and three years' recent related experience, or an equivalent combination of education, training and experience.

(2) Skills and Abilities

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.